

WHITE CLOUD COMMUNITY LIBRARY

LIBRARY POLICY

Note: The word “community” in this policy means the library’s legal service area, LLC members and paid non-resident patrons.

I. GENERAL LIBRARY OBJECTIVES

The general library objectives of the White Cloud Community Library shall be:

- a. To assemble, preserve and administer, in organized collections, books, and related educational and recreational material in order to promote, through guidance and stimulation the communication of ideas, and enlighten citizenship and enrich personal lives.
- b. To serve the community as a center of reliable information.
- c. To provide a place where inquiring minds may encounter the original, sometimes unorthodox and critical ideas so necessary as correctives and stimulants in a society that depends for its survival on free competition in ideas.
- d. To support educational, civic, and cultural activities of groups and organizations.
- e. To provide opportunity and encouragement for children, young people, men and women to educate themselves continuously.
- f. To seek continually to identify community needs, to provide programs to meet such needs, and to cooperate with other organizations, agencies, and institutions that can provide programs or services to meet community needs.
- g. To provide opportunity for recreation through the use of literature, music, films, and other art forms.

WHITE CLOUD COMMUNITY LIBRARY

II. WHO MAY USE THE LIBRARY

- a. The library will provide service at no cost to people who reside or own property in our legal service area. (Legal Service area of the White Cloud Community Library (WCCL) comprises the entire townships of Everett and Merrill, the City of White Cloud and the White Cloud Area School District. The library also has contracted areas in the townships of Big Prairie, Goodwell, Lincoln, Monroe, Sherman* and Wilcox).

The first card for residents in our legal service area is free, includes Interlibrary Loan privileges and can be used at any of 80+ libraries in the Lakeland Library Cooperative. Any additional card issued to the same patron because of loss, misplacement, or damage will cost the patron \$3.00.

Services will not be denied or abridged because of religious, racial, social, economical, or political status.

- b. People who live outside our legal service area (non-residents) **and** are students or employees of the White Cloud School District are eligible for a free library card to be used only at the White Cloud Community Library. This card cannot be used for Interlibrary Loan of materials. **First card free; replacement cards are \$3.00 each.
- c. People who own property in the WCCL District but live elsewhere will be given a free library card to be used only at the White Cloud Community Library. No Interlibrary Loans of materials may be made with this card. **First card free; replacement cards are \$3.00 each.
- d. All other Non-Residents will be charged an annual fee of \$35 (9/05) for a card that can be used only at the White Cloud Community Library.

A similar Family Card is available for \$50 (5/06), with each family member receiving an individual card. Again, these cards can only be used at White Cloud Community Library and do not include Interlibrary Loan privileges. **First card free; replacement cards are \$3.00 each.

*Sherman township residents who reside in the White Cloud School District are part of the Fremont Area District Library, but, through a contract between the FADL & WCCL, all money collected by the FADL through millage, penal fines, and state aid is reimbursed to the White Cloud Community Library annually.

**NOTE: If non-residents wish to have Interlibrary Loan privileges, they must purchase a yearly \$80 card from the Lakeland Library Cooperative (and this card is only able to be used at White Cloud Community Library)

WHITE CLOUD COMMUNITY LIBRARY

- e. The use of library services shall be limited when excessive demands by group or individuals tend to curtail service to the general public. Such demands may include those made by students, puzzle contestants and others who demand staff time, available materials, or space which would prohibit attention and service to other individuals or groups.
- f. The use of the library or its services may be denied for due cause. Such cause may be failure to return books or pay penalties, destruction of library property, disturbance of other patrons, or any other objectionable conduct on library premises.
- g. See patron rules and responsibilities. (page 19) (3/97)

WHITE CLOUD COMMUNITY LIBRARY

III. SERVICES OF THE LIBRARY

- a. The library will select from the mass of available material and organize for easy access those books and materials that best meet the needs of the community.
- b. The library staff will provide guidance and assistance for people to obtain the information they seek as recorded in print and/or audio-visual resources.
- c. The library staff will provide information and materials to help people to:
 1. Equip themselves for useful occupation and practical affairs including vocation information parent, and home education, child care, nutrition, physical health, emotional stability and growth, budgeting and consumer information and specialized business, industrial and agricultural information.
 2. Increase their competence to form sound judgments on public problems and to encourage them to express their opinions and act according to their judgment.
 3. Increase their understanding and appreciation of literature, the arts, sciences, and the political world.
 4. Promote personal and social well-being and develop creative and spiritual capacities.
- d. The library will initiate programs, exhibits, book lists, etc., to stimulate the use of library materials for the enlightenment of people of all ages.
- e. The library will cooperate with other community agencies and organizations to:
 1. determine and meet the educational needs of the community.
 2. help them with their programs through such services as special bibliographies, materials and exhibits.(3/97)
- f. The library accepts a responsibility for securing information beyond its own resources by:

WHITE CLOUD COMMUNITY LIBRARY

1. Collecting information about and listing for referral, resources of agencies, institutions, organizations, and individuals in and beyond the community.
 2. borrowing for patrons materials which are not owned by the library and which cannot be purchased, and/or materials for which the demand does not justify the purchase. Any charges imposed by the lending library will be paid by the patron requesting the material. (4/83) (3/97)
- g. The library will lend to other libraries materials which are requested for patrons and which are not available in the lending library. Patrons of the White Cloud Community Library maintain a priority in the use of such materials. (3/97)
- h. The library will endeavor to maintain a balance in its services to men, women, young people and children. The public library will cooperate with, but cannot perform the functions of, school or other institutional libraries that are designed to meet curricular needs.
- i. Library services will be provided during the hours which best meet the needs of the community and through service outlets located at points of maximum convenience to the public.
- j. Periodic review will be made of library services to determine whether the needs of the community indicate that present services should be discontinued or other services should be added. This will be done at the January meeting unless urgency dictates otherwise.
- k. Library services will be provided to handicapped patrons by having a mailing service available for them. (3/79)

WHITE CLOUD COMMUNITY LIBRARY

IV. LIBRARY MATERIALS

- a. The library will provide any materials that help meet its objectives.
- b. Materials acquired will meet high standards of quality in content, expression and format. Library materials that have been lost, or damaged and paid for by the patron, will be replaced by the Director at her discretion. If such materials are in great demand, a special order will be made immediately. (1/90)
- c. The library will keep itself informed of other publicly available resources in the area to avoid unnecessary duplications of materials.
- d. The library will not attempt to furnish materials needed for formal courses of study offered by elementary and secondary schools and by institutions of higher learning. The public library has materials for self-study, but is not primarily designed to furnish reading required for academic study.
- e. All library materials will be lent for home use, with the exception of the newest encyclopedia sets, all Reference books, and those materials that cannot be duplicated, including rare and fragile items. Car manuals, CD-ROMs, magazines, music cassettes and CDs, DVDs and videos are checked out for a 1 week period. (current entertainment videos and DVDs are \$1 per day) Books and vocal books are checked out for 3 weeks. A maximum of 6 items (total) may be checked out on a card until a time when the Director feels the card-holder is a reliable patron.
- f. The library subscribes to the LIBRARY BILL OF RIGHTS OF THE AMERICAN LIBRARY ASSOCIATION which affirms its belief in the following basic policies:
 1. As a responsibility of library service, books and other reading matter selected should be chosen for values of interest, information and enlightenment of all the people of the community. In no case should any book be excluded because of the race or nationality, or the political or religious view of the writer.
 2. There should be the fullest practicable provisions of materials presenting all points of view concerning the problems and issues of our times, international and local; and books or other reading matter of sound factual authority should not be proscribed or removed

WHITE CLOUD COMMUNITY LIBRARY

from library shelves because of partisan or doctrinal disapproval.

3. Censorship of books, urged or practiced by volunteer arbiters of morals or political opinion or by organizations that would establish a coercive concept of Americanism, must be challenged by libraries in maintenance of their responsibility to provide public information and enlightenment through the record word.
 4. Libraries should enlist the cooperation of allied groups in the abridgment of the free access to ideas and full freedom of expression that are the tradition and heritage of Americans.
 5. As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available during library hours, under authorized personnel, on equal terms to all groups in the community regardless of the beliefs and affiliation of their members.
- g. The library also subscribes to the FREEDOM TO READ statement prepared by the ALA and the Association of American Publisher's Freedom to Read Committee. (See page 39)
- h. Materials that are no longer useful in the light of stated objectives of the library will be systematically weeded from the collection according to accepted professional practices.
- i. **OVERDUE FINES:** Books, magazines, and all other library materials (with the exception of videos, DVDs & CD-ROMs) that are returned to the library after the due date will cost the patron 15 cents per day, per item. Fines are charged to the patron on days the library is not open (Sundays and Holidays). Videos, DVDs and CD-ROM overdue fines are \$1 per day, per item. Maximum overdue fine for a book is \$5.00 per item; magazines, up to the cost of the item. Patrons who have unpaid overdue fines of more than \$5.00 cannot check out any additional material until the outstanding fines are paid. All fines are expected to be paid as soon as possible. Patrons who have not returned library materials will be responsible for the cost of replacement. Items that have not been returned and/or lost by a patron will be charged to the patron's record. When a current price cannot be found for a lost or damaged item, the generic price shall be:

WHITE CLOUD COMMUNITY LIBRARY

Juvenile books	\$16.00
Adult Fiction	\$30.00
Non-Fiction	\$35.00
Large Print	\$25.00
CDs	\$25.00
CD-ROMs	\$45.00
Paperbacks	\$10.00
DVDs	\$20.00

- j. COPY CHARGES: Using own paper: \$.10 per page (double sided \$.15). Otherwise \$.20 per page (double sided \$.30) with the following exceptions:

Colored paper	\$.25
Bristol paper	\$.25
11x17 white	\$.40
11X17 colored	\$.45

COLOR COPY CHARGES: (one sided)

8x11	\$1.00	8x11 photo quality	\$2.00
8x14	\$1.50	8x11 graphic/text	\$1.00
11x17	\$2.00		

WHITE CLOUD COMMUNITY LIBRARY

V. COOPERATION WITH OTHER LIBRARIES

- a. The Library Board recognizes that no single library can meet all demands in its community. Libraries in different political subdivisions working together, sharing their services and resources, can meet more nearly the full needs of their users.
- b. The Library Board and the Library Director will be alert to opportunities of cooperation with other libraries to strengthen the services and resources of the library.

WHITE CLOUD COMMUNITY LIBRARY

VI. PHYSICAL FACILITIES

- a. To achieve the goal of good library service, the Library Board accepts the responsibility of seeing that the community library building will adequately meet the physical requirements of modern, aggressive library service. Such facilities will offer to the community a compelling invitation to enter, look, listen and learn.
- b. The Library Board accepts the responsibility to secure the funds for needed facilities.
- c. The Library Director, the architect, and the Library Board as a planning team, with the assistance of consultants, will endeavor to plan facilities to meet recognized standards and the needs of the community.
- d. The meeting room in the library may be reserved for use by educational, civic, cultural and governmental groups, under the care of authorized personnel, as long as no admission charge is made by said group. The library will not provide personnel to assist in handling of exhibits or other materials needed by groups using the meeting room. In fairness to the numerous groups in the community, the library will not accept reservations for a series of meetings which would designate the library as the regular meeting place for an organization. Please consult MEETING ROOM POLICY (page 28) for further information.

WHITE CLOUD COMMUNITY LIBRARY

VII. GIFTS

a. Within the provisions of the state laws, the Library Board adopts the following policies:

1. Books and other materials will be accepted on the condition that the Library Director has the authority to make whatever disposition deemed advisable. (See MATERIALS SELECTION POLICY page 13)
2. Gifts of money, real property and/or stocks will be accepted if conditions attached thereto are acceptable to the Library Board. (See GIFTS POLICY page 14)
(Attachment added 3/80)

WHITE CLOUD COMMUNITY LIBRARY

VIII. PUBLIC RELATIONS

- a. Some of the primary public relations goals of the library are:
 1. Understanding of the library's objectives and services by governing officials, civic leaders, and the general public.
 2. Active participation by people of all ages in the varied services offered by the library.
- b. The Library Board recognizes that public relations involves every person who has any connection with the library. The Board urges its own members, and every staff member, to realize that he or she represents the library in every public contact. Good service supports good public relations.
- c. The Library Director and professional staff will be expected to contribute newsworthy information to local newspapers and radio stations. Materials to be used by press, radio or television will be approved by the Library Director and / or the Library Board. (See PUBLIC RELATIONS POLICY page 56)

WHITE CLOUD COMMUNITY LIBRARY

IX. LIBRARY HOLIDAYS

The library will observe the following holidays: New Year's, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. If one of the above holidays falls on Sunday, it will be observed on the Saturday before or the Monday following, to be determined by the Library Board. Additional holidays will be determined annually by the Library Board (Parade Day, Christmas Eve, etc.).